



18707 Old Excelsior Blvd
Minneapolis, MN
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Meeting Minutes

To Solve. To Excel. **Together.**

Marshalltown - Marshall - Minneapolis - Rochester - Omaha - Rapid City - Sioux Falls - Sheridan

February 26, 2009

RE: PAC Schools MS/ HS Addition
TSP Project No.04080613

Minutes of the Meeting – March 2, 2009

Leadership Team and Resource Team Meetings

Present:	Joe Kramer, Superintendant	PAC
	John Behrendsen, Board Member	PAC
	Roger Francis, High School Principal	PAC
	Lynn Moody, Elementary School Principal	PAC
	Sarah Freeburg, MS Teacher	PAC
	Pat Spangler, ES Teacher	PAC
	David Peters, Head Custodian	PAC
	Brian Blomker, HS Teacher	PAC
	Diane Patter, Business Manager	PAC
	Sue Gnewuch, Media Specialist	PAC
	Bernard Gathers, Food Service	PAC
	Dennis Hahn	DHA
	Lisa Hahn	DHA
	Mark Thiede	TSP

Items Discussed:

1. TSP presented preliminary schematic design images of the building. The consensus was that the image was appropriate and emphasized the importance of the south facing main entrance.
2. It was decided that parking should be located on the south side of the site to support the new entrance. If and when more parking is added it should be located over the existing softball field.
3. Preliminary schematic design floor plans were also reviewed including:
 - a. Suggested furniture arrangements in most room types.
 - b. Lab layouts
 - c. The administrative area
 - d. Additional toilets at the activities entrance including a unisex toilet
 - e. The building will be shifted west to allow the corridor north of the commons to align with a potential new gym lobby. This will increase the size of the building slightly.
4. The Information Access Center was reviewed:
 - a. General layout was acceptable.
 - b. Connection with the break out spaces was appropriate.
 - c. 6' high book shelves will be used at the perimeter of the space and 48' high units would be preferred elsewhere. This approach would have a capacity of less than the current 10K book collection. Sue will consider the size of the collection further.



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- d. Sue expressed a concern over having permanent computers for use only in the IAC. 6 to 8 dedicated desk tops are needed.
 - e. The professional library will be incorporated into the stack area
5. After reviewing various options for the locker room area it was agreed to divide the total space into approximately 4 equally sized locker rooms with each having toilets and showers. Connecting doors will be provided to allow for larger groups. The 2 offices shown will be deleted.
6. Loss of the gym lobby is a concern because of the congestion that will occur at the southeast entrance to the gym during games. It was decided to include an alternate for a new lobby on the west side of the existing gym. Additional funding sources will be explored by PAC.
7. A laundry room should be included and sized for a commercial type washer and dryer, storage for 200 towels and laundry supplies. The existing laundry room is 175 SF.
8. Dennis Hahn of DHA food service consultant was present to discuss food service issues and will issue separate meeting minutes for food service.
- a. DHA will prepare preliminary layouts of the kitchen.
 - b. DHA may revise the receiving and mechanical spaces if needed.
 - c. Head cook and custodian could share an office space
 - d. The on grade loading dock should have access to a pair of doors or one large door
 - e. City water is hard- 45 to 50 grains
9. TSP presented the proposed mechanical system:
- a. Displacement ventilation is the proposed fresh air delivery system. A video that demonstrates the concept of displacement ventilation will be sent to Mr. Kramer.
 - b. High efficiency hot water boilers will generate heat
 - c. Fin tube radiation in classrooms will transfer heat
 - d. Modular chillers will be used for cooling.
 - e. TSP noted that a geothermal system is not possible given the current budget constraints and can not be part of an alternate because of the significant difference between it and the proposed system above. A redesign effort would be required if a geothermal system was requested at any time beyond this date.
10. Alternates will include:
- a. Gym lobby
 - b. Parking lot over the existing softball field



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This information represents the writer's understanding of the items and events described above. Please notify this office within five (5) working days if there are any corrections and/or additions. Unless notified otherwise, this information shall be deemed accurate, and this office shall proceed accordingly.

TSP, Inc.

Mark Thiede
Associate

Copies to:

(w/enclosures)

File:

(w/enclosures)

All present



Rick Wessling



Sean Ervin

